



Approval to Pay by Invoice *Less than \$10,000.00 or to Correct Errors*

(Must provide and attach an itemized receipt showing actual price paid)

Complete and submit this form with the itemized receipt to procurement@horrycountyschools.net
within five (5) working days of receipt of invoice.

Supplier Name		Supplier ID Number
Account Code <small>(Request cannot be processed without Account #)</small>		School or Department Location
		Invoice
		Number:
		Amount:
BOOKKEEPER CONTACT INFORMATION		
NAME	EMAIL	PHONE NUMBER
	@horrycountyschools.net	

<p>To be completed by the Employee: Describe the facts and circumstances surrounding this procurement. State that the purchase was fair and reasonable as compared to other pricing.</p>
CERTIFICATION
<p>I hereby certify that the above expenses were incurred by me in the performance of my duties as an employee of Horry County.</p>
<p style="text-align: center;">_____</p> <p style="text-align: center;">Employee Signature _____ Date</p>

<p>To be completed by the Principal or Department Head: Describe steps taken to prevent recurrence in the future:</p>
CERTIFICATION & APPROVAL OF PAYMENT:
<p>As the responsible Principal/ Department Head, I hereby certify that I am satisfied with the explanation, and I have discussed with the employee the need for prior approval of expenditures.</p>
<p style="text-align: center;">_____</p> <p style="text-align: center;">Principal or Dept. Head Signature _____ Date</p>

TO: ACCOUNTS PAYABLE – THE INVOICES HAS BEEN APPROVED FOR PAYMENT

_____ _____
Procurement Officer Signature Date